



Hale Ikena Community Activity Center Facility Reservation Form

Event Information:

Event Date: _____ Start Time: _____ End Time: _____

Event Type: _____ # of Attendees _____

Proposed Layout: ☐ Rounds ☐ U-Shape ☐ Theatre ☐ Classroom ☐ Other

Setup Options {*Fees Applicable} : _____ Self-Setup/Cleanup _____ Hale Ikena CAC Setup*
*Setup Fee: {\$150.00 per banquet room reserved}

Audio Visual Equipment {Fees Applicable}: _____ Provide Own _____ HICAC Rental**

**Rental Fees: {\$25.00 each: Screen, Projector, Portable Speaker, Podium w/Microphone}

Customer Information:

Name: _____ Unit/Organization: _____

E-Mail: _____ Secondary E-Mail: _____

Phone: _____ Secondary Phone: _____

Address, City, State, Zip: _____

Will you need catering for your event? ☐ Yes ☐ No ☐ Unsure

Will any of your guests require base access? ☐ Yes ☐ No ☐ Unsure

Do you have a military ID card holder sponsor? ☐ Yes ☐ No ☐ Self

Name of Sponsor if not self: _____

Hale Ikena Community Activity Center
711 Morton Drive, Fort Shafter, Hawaii
(808) 787-4011 or (808) 787-4013
<https://hawaii.armymwr.com/>